**Employment Policies Approved 12/20**

**Code of Conduct**

Overbrook Public Library employees, volunteers and Board members are to strive for the best performance on behalf of the Library and are to perform their duties solely for the benefit of the Library and its patrons. Best performance is defined as actions, counsel or decisions that best further the objectives of the Library and the patrons it serves. Best performance requires professional competence and due diligence. Conduct should always be both legal and ethical.

Employees, volunteers and board members are to avoid conflicts of interest, both in actuality and in appearance. A conflict of interest exists when an employee has a personal interest that may impair the employee’s loyalty to the Library or the patrons. Gifts to employees, volunteers and board members should only be accepted if they are for the good of the Library. Personal gifts with an expectation of something in return are not to be accepted.

**Equal Employment Opportunity**

The Overbrook Public Library is committed to employing persons authorized to work in the United States. Employment decisions will be based on merit, qualifications, abilities, and performance standards for technical, public relations and leadership qualities. The Library does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, citizenship, national origin, age, disability, sexual orientation or any other characteristic protected by law.

Any staff member with questions or concerns about any type of discrimination in the workplace is encouraged to bring these issues to the attention of their immediate supervisor or a member of the Board of Trustees. Staff members can raise concerns and make reports without fear of reprisal.

Any library employee, volunteer or board member found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment or dismissal from the Board.

**Disability Accommodation**

The Overbrook Public Library is committed to complying fully with the American with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities. Employment decisions are based on the merits of the applicant, in accordance with defined criteria. Reasonable accommodation is available to disabled staff members under applicable law.

**Sexual and Other Unlawful Harassment.** The Library is committed to providing a work environment free of sexual harassment and has a zero-tolerance policy toward any type of sexual harassment. As part of our workplace policy, we prohibit unlawful sexual harassment by any employee or volunteer of our organization, our customers, clients or vendors wherever work or work related activities are being performed. Sexual harassment is considered discriminatory and is prohibited by federal, state and local laws.

**Grievance Procedures** **for Employees**

Every employee has the right to file a grievance with their employer without fear of retaliation, and with a reasonable level of confidentiality. Employees should report all harassment incidents to their supervisor or manager whether they are victims or witnesses. Each incident will be investigated. Employees who feel they are the victims of harassment should document, in writing, any and all alleged incidents of harassment, detailing when the alleged incidents(s) occurred, and what happened. When employees feel they cannot speak with their supervisor or manager (or that person is the alleged perpetrator) they should file their complaint with a member of the Board of Trustees. If an investigation confirms this policy has been violated, this organization will take whatever action is necessary, up to and including termination, to ensure an environment free from harassment.

**Workplace Requirements**

At the time of hire, employees shall be required to sign the Kansas Constitution loyalty oath and the *Patron Privacy and Confidentiality Statement.*

In compliance with the Immigration Reform and Control Act of 1986, each new staff member, as a condition of employment, must complete Form I-9 (Employment Eligibility Verification) and present the required documentation. This documentation will be photocopied and placed in the employee’s personnel file.

Internet use, on Library time, is authorized to conduct Library business only. The use of social media during work hours is limited to work-related content and outreach.

Employees are expected to adhere to library and patron policies in the spirit of fairness and equity.

**Organization and Governance**

The Overbrook Public Library is governed by a seven-member board of trustees. In addition, the Mayor of Overbrook is an ex-officio member with voting privileges. The Board will meet once each month. The Board appoints a Library Director, who serves at the will of the Board. The Board delegates responsibility of the daily operation of the library to the Director. The Director in turn hires and makes assignments to employees and volunteers. These employees are also at will.

The Library will maintain staffing levels necessary to meet operation needs and NEKLS accreditation standards.

**Library Hours**

The library will be open the following days and hours:

Monday, Tuesday, Wednesday and Friday from 10:00 a.m. to 6:00 p.m.

Thursday from 10:00 a.m. to 7:00 p.m.

Saturday from 9:00 a.m. to 1:00 p.m.

If USD #434 is closed due to inclement weather, the library staff will decide whether or not to close the library during this time.

The Library is closed for the following holidays. Additional holiday-related closures may be scheduled at the discretion of the library’s board of trustees.

New Year’s Day

Memorial Day

Independence Day

Labor Day

Thanksgiving Day

Christmas Eve Day

Christmas Day

**Evaluations**

The Library Director will be evaluated at the end of their six-month probationary period and then annually at the December board meeting. The Library Board will determine any change in salary at this time.

The Library Director is responsible for probationary and annual evaluations of any paid library employees. Annual evaluations shall be conducted in November with the director bringing salary recommendations to the board in December for approval.

**Pay Policies**

The work week is defined as Sunday through Saturday.

All paid employees at the Overbrook Public Library are **non-exempt,** and paid on an hourly basis. Library employees are covered by the overtime provisions of the Fair Labor Standards Act (FLSA), and must record each hour worked on their time sheet. Employees are responsible for providing the Director with accurate, signed time sheets for each period.

The standard work week under the FLSA is 40 hours. If an employee works more than 40 hours in any work week, the employee will be paid at time and one-half pay. The library will not grant comp time off in lieu of overtime pay. Hours worked in excess of 40 hours must be approved by the Library Board and if circumstances allow should be approved in advance.

Paychecks will be distributed on a monthly basis.

A staff member will be paid at their designated hourly wage to attend library board meetings, work in an official capacity at community events, attend NEKLS workshops, professional meetings and training. The federal standard rate will be applied for mileage reimbursement for such meetings held outside of Overbrook.

**Paid Holidays**

The library director and the assistant librarian will receive pay for their regular working hours if one of the following legal holidays falls on their scheduled workday.

New Year’s Day

Memorial Day

Independence Day

Labor Day

Thanksgiving Day

Christmas Eve Day

Christmas Day

**Employee Benefits**

**Vacation and Sick Leave for full time staff**

A full-time staff member shall receive 80 hours of paid vacation time per calendar year. The first 40 hours of this leave are available after the successful completion of a six-month probationary period. The employee will receive an additional 40 hours of paid vacation time on their anniversary of hire date. An additional 6 hours 40 minutes of vacation leave will be granted every month thereafter. Leave can be carried from calendar year to calendar year, with a maximum accrual of 120 hours allowed. The full-time employee may be paid up to a maximum of 120 hours of accrued vacation leave when they resign from library employment.

A full-time staff member shall receive 6 hours 40 minutes of sick leave every month after date of hire. Total accumulated sick leave may not exceed 80 hours. This leave may be used for absences resulting from medical appointments, illness, accidents, or other medical needs. This leave will not be paid to a full-time staff member when they resign from library employment.

**Leave for assistant librarian (part time position)**

The assistant librarian is entitled to 40 hours paid personal leave which can be used for sick leave or other personal circumstances with the initial 40 hours after the successful completion of a six-month probationary period. Personal leave can be carried from calendar year to calendar year, with a maximum of 80 hours allowed. Any accrued leave will not be paid to the employee when they resign from library employment.

All sick leave, vacation time, holiday time, other leave time, and any other deviations from a regular work schedule for any paid employee, must be approved by the director and indicated on the timesheet.

**Bereavement Leave**

Any employee suffering a death in the family shall be eligible for up to 24 hours of bereavement leave (3 days) with pay, per circumstance. This leave applies to the death of a spouse, child, parent, in-laws, grandparents, grandchildren, brothers, sisters or a relative residing in the employee’s household. The Library Board may approve an extension of this leave on a case-by-case basis if circumstances warrant.

**Military Leave**

Military leave without pay is granted to permanent employees who are called to active service in the Armed Forces of the United States. No leave accrual occurs while the employee is serving on active duty. Upon return from military leave, the employee is entitled to a position with like status and salary as the one held when the leave was granted. In order to be reinstated, the employee must notify the Board chairperson of his or her intent to return to library employment. The following timeline applies to when notice must be provided:

**Period of Duty (consecutive days) Return to work following release from duty**

1-30 First full regularly scheduled day after release

31-180 Within 14 days of release

181+ Within 90 days of release

Military leave with pay is available for up to 15 working days in a 12-month period beginning October 1 and ending September 30 of the next year, for employees who participate in annual active duty for training as National Guard or Reserve component members. Time in excess of 15 days may be will be leave without pay or, at the employee’s request, charged to accrued annual leave. Employees called to active duty to assist during a state emergency shall be granted military leave with pay for the duration of his or her military orders.

A copy of the military orders must be given to the Board chairperson before military leave can be granted.

**Jury Duty**

An employee shall be granted leave with pay when required to be absent for jury duty and/or serving as a witness in connection with the Library. If the employee receives compensation from the court, said compensation shall be given to the library. Alternatively, the employee make take vacation leave and retain their court compensation. Mileage checks will be retained by the employee.

**Retirement**

Retirement will consist of Social Security and KPERS (Kansas Public Employees Retirement System) as has been earned during service with the Library. Employees must work 1,000 hours or more each calendar year to earn service credit under KPERS. An employee already receiving a KPERS’ benefit cannot receive additional credit towards that benefit.